

THE CORPORATION OF THE TOWN OF SMITHS FALLS
BY-LAW NO. 10496-2023

A By-law to regulate the temporary occupancy of Outdoor Patios
and Merchandise Displays on Municipal Land within the
Town of Smiths Falls

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(Repeals By-law 8583-2013, as amended)

WHEREAS Section 10 of the Municipal Act, S.O. 2001 c. 25, as amended, establishes a sphere of jurisdiction for single-tier municipalities;

WHEREAS Section 10(2) of the Municipal Act, S.O. 2001 c.25, as amended, authorizes a single-tier municipality to enact a by-law respecting services and things that the municipality considers necessary or desirable for the public;

WHEREAS the Council of the Corporation of the Town of Smiths Falls deems it desirable to establish general provisions and an approval process to permit the temporary occupancy of outdoor patios and merchandise displays on Municipal Land;

AND WHEREAS the Council of the Corporation of the Town of Smiths Falls has directed that the Sidewalk Lease Fees as prescribed by Schedule 'A' of this By-law shall not come into effect until January 1, 2026;

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Town of Smiths Falls enacts as follows:

1.0 SHORT TITLE

This By-law may be cited as the "Patio By-law" for the Corporation of the Town of Smiths Falls.

2.0 DEFINITIONS

For the purposes of this By-law the following definitions shall apply:

"Applicant" shall mean and include the registered property owner of the land containing the Primary Use subject to the Sidewalk Lease Permit application or a tenant of the property owner who has been authorized to make the application.

"Bicycle Lane" shall mean a lane within a municipal road allowance which is designated for use by cyclists.

"Bistro Tables" shall mean a maximum of two (2) tables with a table top of no more than thirty (30) inches in width or diameter each, together with a maximum of four (4) chairs to accommodate outdoor seating for a single Primary Use.

"Merchandise Display" shall mean the outdoor area used on a seasonal basis to display commercial goods and merchandise offered for sale by the Primary Use in an effort to

entice the buying public. This definition shall be read to include the display of clothing racks, tables, shelving, flower pots or similar objects.

“Municipal Land” shall mean real property owned or under the control of the Town and shall include municipal road allowances.

“Outdoor Patio” shall mean an outdoor area used on a seasonal basis in association with a restaurant, bar or other food or beverage establishment where seating is provided to accommodate the serving of meals or refreshments to the public for consumption. .

“Pedestrian Passageway” – shall mean a pathway of not less than 1.5 metres wide at the same grade as the municipal sidewalk intended for use by pedestrians and may be inclusive of a Bicycle Lane situated on Municipal Land.

“Primary Use” shall mean and include a property, business, establishment or organization associated with an Outdoor Patio, Merchandise Display or Bistro Tables.

“Manager of Development Services” shall mean the Manager of Development Services duly appointed by the Town, or designate.

“Sidewalk Lease Permit” shall mean a Memorandum of Understanding (MOU) executed between the Town and the Applicant and outlining the approved plans, specifications, terms and conditions associated with the approval of an Outdoor Patio or Merchandise Display. The MOU will take substantially similar form as outlined in Schedule ‘B’, however may be changed from time to time without amendment to this By-law.

“Town” shall mean the Corporation of the Town of Smiths Falls.

3.0 SCOPE

- 3.1 The purpose of this By-law is to establish general provisions and an approval process to permit the temporary occupancy of Municipal Land for the purpose of Outdoor Patios and Merchandise Displays within the Town of Smiths Falls.
- 3.2 All Outdoor Patios and Merchandise Displays as described in Section 3.1 are subject to the provisions of this By-law.
- 3.3 Outdoor Patios and Merchandise Displays may be subject to the provisions of other By-laws in addition to this By-law, Provincial or Federal statutes or regulations, including but not limited to, Ontario Building Code Act, Smoke Free Ontario Act, Accessibility for Ontarians with Disabilities Act, Alcohol & Gaming Commission of Ontario (AGCO), the Town’s Zoning By-law and the Town’s Noise By-law.

- 3.4 Outdoor Patios situated on private property shall be regulated pursuant the applicable sections of the Planning Act.
- 3.5 Outdoor Patios and Merchandise Displays which propose a permanent or fixed encroachment onto Municipal Land within the Town of Smiths Falls shall be subject to the provisions of the Town's Encroachment By-law.

4.0 APPLICATION REQUIREMENTS

Except as referenced in Section 5.0, Sidewalk Lease Permit Exceptions, and other Sections of this By-law where specified, no person shall erect an Outdoor Patio or Merchandise Display on Municipal Land unless a Sidewalk Lease Permit is obtained.

- 4.1 A complete Sidewalk Lease Permit application shall require the following:
- i) The contact information for the property owner of the Primary Use;
 - ii) The contact information for the Applicant;
 - iii) A series of legible to-scale drawings, plans and specifications demonstrating:
 - Dimensions and area of the Outdoor Patio or Merchandise Display;
 - Number, location and design of tables, chairs, signs, awnings, clothing racks, shelves, landscape planters, propane heaters and other Outdoor Patio or Merchandise Display elements;
 - Location and width of the unobstructed Pedestrian Passageway;
 - The location and width of the designated ingress/egress to the Outdoor Patio or Merchandise Display area;
 - Location of buildings, including their fire exits and doorways, adjacent to the proposed Outdoor Patio or Merchandise Display;
 - Location of existing utility lines and roadway features such as fire hydrants, trees, garbage cans, benches, streetlights and adjacent parking spots; and,
 - Fencing details for the Outdoor Patio or Merchandise Display including material, dimensions and design.
 - iv) Manufacturer's instructions for propane heating devices, if applicable;
 - v) The approved occupant load of the Primary Use including the occupant load of any existing Outdoor Patios;
 - vi) The number of existing indoor washrooms;
 - vii) The proposed occupant load for the Outdoor Patio;
 - viii) Hold Harmless Agreement, forming part of the Sidewalk Lease Permit application, signed by the property owner of the Primary Use and the Applicant;

- ix) Proof of insurance coverage in full force and effect with liability coverage of not less than \$5 million (\$5,000,000.00) naming the Town as additionally insured and covering the Primary Use and its operations; and,
 - x) A non-refundable fee as outlined in Schedule A.
- 4.2 If decking is proposed for the purpose of creating an unobstructed Pedestrian Passageway to maneuver around an Outdoor Patio or Merchandise Display, in accordance with Section 7.19, the following information shall also be provided as part of a complete Sidewalk Lease Permit application:
- i) Construction drawings and plans for the proposed decking;
 - ii) Installation specifications, including how the proposed decking will be secured to Municipal Land to avoid unwanted movement of the decking;
 - iii) Proposed elevation of the decking above grade;
 - iv) The location and details of safety reflective or slip resistant surface materials;
 - v) Railing specifications and details;
 - vi) Number of parking spaces proposed to be occupied by the decking; and,
 - vii) Other construction details as requested by the Manager of Development Services.
- 4.3 Upon receipt of an application, notice of approval, rejection, incompleteness or non-compliance of such application shall be communicated to the Applicant within fifteen (15) business days.
- 4.4 No Sidewalk Lease Permit shall be issued for an Outdoor Patio or Merchandise Display without the written approval of the Public Works and Utilities Department, Fire Department, Chief Building Official and Police Services. Other departments may be consulted to inform the issuance of a Sidewalk Lease Permit at the discretion of the Manager of Development Services.
- 4.5 A Sidewalk Lease Permit shall be issued at the discretion of the Manager of Development Services following the written approvals prescribed under Section 4.4.
- 4.6 Following the execution of a Sidewalk Lease Permit, the Applicant shall be responsible for arranging an inspection of the Outdoor Patio or Merchandise Display with the Manager of Development Services upon erection and installation.

- 4.7 The Manager of Development Services shall engage a representative from the Fire Department to participate in the initial inspection of an Outdoor Patio approved by a Sidewalk Lease Permit to confirm that the proposed occupant load of the Outdoor Patio is acceptable.
- 4.8 It is the responsibility of the Applicant to comply with any approved plans, specifications, terms or conditions associated with a Sidewalk Lease Permit.
- 4.9 A Sidewalk Lease Permit application shall be deemed abandoned six (6) months after the day of filing, unless such Sidewalk Lease Permit application has been diligently pursued or a Sidewalk Lease Permit has been issued.

5.0 SIDEWALK LEASE PERMIT EXCEPTIONS

Notwithstanding Section 3.0, Scope, of this By-law a Merchandise Display or Bistro Tables, as herein defined, are not required to obtain a Sidewalk Lease Permit in accordance with the following:

- 5.1 The elements are placed directly adjacent to and abutting the street-facing exterior wall of the Primary Use;
- 5.2 The elements are set back a minimum of 1.5 m from a Bicycle Lane, designated parking space and street elements such as fire hydrants, trees, garbage cans, benches and streetlights;
- 5.3 The elements maintain a minimum 1.5 m width of unobstructed municipal sidewalk;
- 5.4 The elements are steadily placed on a level surface as to avoid unwanted movement;
- 5.5 The elements do not encroach upon the frontage of a neighbouring property, building or business;
- 5.6 The elements are only set out during the operating business hours of the Primary Use and no later than 11:00 p.m. any given day;
- 5.7 The elements are not enclosed by fencing; and,
- 5.8 The elements or merchandise does not contain any vulgar messaging, text or images.

6.0 SIDEWALK LEASE PERMIT REQUIREMENTS

A Sidewalk Lease Permit issued in accordance with Section 4.0, Application Requirements, shall include, at minimum, the following requirements of approval:

- 6.1 An Outdoor Patio, Merchandise Display and its elements shall be removed from of November 1 to March 31, inclusive, of each year.
- 6.2 The Sidewalk Lease Permit shall expire upon the permanent closure of the Primary Use or in accordance with Section 6.6.
- 6.3 The Applicant shall submit updated proof of insurance in accordance with subsection 4.1.ix) to the Town each year as long as the Sidewalk Lease Permit remains in effect.
- 6.4 The Applicant shall request an inspection of the Outdoor Patio or Merchandise Display from the Manager of Development Services upon installation or erection each year to confirm compliance with the Sidewalk Lease Permit.
- 6.5 An inspection request in accordance with Section 6.4 shall be accompanied by a non-refundable fee as outlined in Schedule A.
- 6.6 Requests for modifications to the approved plans, specifications, terms or conditions of the Sidewalk Lease Permit shall necessitate a new Sidewalk Lease Permit application.
- 6.7 The Applicant is responsible for identifying the need and obtaining, at their own expense, any other licenses or regulatory approvals associated with the operation of an Outdoor Patio, including but not limited to, the AGCO, Leeds Grenville and Lanark District Health Unit or the Rideau Valley Conservation Authority (RVCA).
- 6.8 If the Municipal Land is required for Town purposes, the Town may require the removal of the Outdoor Patio or Merchandise Display upon written notice to the Applicant and the property owner of the Primary Use fifteen (15) business days before the Outdoor Patio or Merchandise Display must be removed.

The Town may impose additional requirements, terms or conditions of a Sidewalk Lease Permit in accordance with other Town By-laws or in support of public safety.

7.0 GENERAL PATIO PROVISIONS

The following provisions shall apply to all Outdoor Patios and Merchandise Displays requiring a Sidewalk Lease Permit:

Design

- 7.1 Fencing shall be a minimum one (1) metre in height.
- 7.2 Fencing shall not penetrate the surface of a municipal sidewalk, Bicycle Lane or any portion of Municipal Land. Fencing must be easily removable for emergency or operational needs.
- 7.3 Notwithstanding Section 7.2, bolt attachments to secure fencing to a municipal sidewalk shall be permitted if the Applicant agrees to have the bolt attachments installed by the Town's Public Works and Utilities Department. A request for bolt attachments must be made through the Sidewalk Lease Permit application process. The Applicant shall be invoiced an hourly cost for labour, as prescribed in Schedule A, and the cost of materials needed to install the required number of bolt attachments.
- 7.4 Flags and banners are prohibited from being installed on fencing.
- 7.5 Umbrellas must be free-standing or pass through the centre of tables and must be securely fastened and retractable.
- 7.6 Tables, chairs, awnings, umbrellas and other furnishings shall be appropriate for outdoor use using weather resistant materials.
- 7.7 The Outdoor Patio and/or Merchandise Display shall be designed to coordinate with the design of the surrounding streetscape and have materials and colours that complement the building of the Primary Use.
- 7.8 Tables and chairs must be easily removable and not attached to the municipal sidewalk, any portion of Municipal Land, a building, fencing or roadway feature such as fire hydrants, trees, garbage cans, benches and streetlights.
- 7.9 Awnings, umbrellas, landscape planters and signage shall not project beyond the approved perimeter of the Outdoor Patio or Merchandise Display.

- 7.10 Tables, chairs, signage, landscape planters, Merchandise Displays and other elements must remain within the perimeter of the area approved by the Sidewalk Lease Permit.
- 7.11 Propane heating devices shall be permitted if installed and operated in accordance with the manufacturer's instructions.
- 7.12 Lighting fixtures shall be aimed downward and fully shielded.
- 7.13 Lighting shall be directed away from residentially zoned properties.
- 7.14 Outdoor Patios or Merchandise Displays with a structural base or decking proposed for the purpose of a Pedestrian Passageway shall be enclosed or skirted at its ends to screen the structural elements of the base or decking.
- 7.15 In accordance with Section 3.3, an Outdoor Patio or Merchandise Display and its elements shall comply with the applicable provisions under the Accessibility for Ontarians with Disabilities Act.

Prohibitions

- 7.16 Fencing, tables, chairs, signs, awnings, clothing racks, shelves, landscape planters and other Outdoor Patio or Merchandise Display elements shall not:
- i) interfere with any utility lines or associating supports;
 - ii) be located within a sight triangle or obstruct the view of any driver or a vehicle by way of size, location colouring or manner of illumination;
 - iii) be located as to obstruct or impede any required fire lane, fire escape, fire exit, doorway or to prevent or delay free access of emergency services to any part of a building;
 - iv) have electrical cords or other wires extending across an ingress/egress to a building or a Pedestrian Passageway;
 - v) be located as to obstruct or impede access to a fire hydrant; standpipe, siamese connection or other fire suppression apparatus;
 - vi) be located within thirty (30) metres of a residentially zoned property unless situated within the Downtown Core designation, in accordance with Schedule A of the Town's Official Plan, with operations of an Outdoor Patio ceasing by 11:00 p.m. any given day;
 - vii) encroach upon the frontage of a neighbouring property, building or business without the written authorization of the neighbouring property owner; and,
 - viii) Contain any signage or merchandise with vulgar or offensive messaging, text or images.

Pedestrian Passageway

- 7.17 A Merchandise Display must maintain a minimum 1.5 m width of unobstructed municipal sidewalk.
- 7.18 An Outdoor Patio must maintain a Pedestrian Passageway. The Pedestrian Passageway must be situated on the same side of the street as the Outdoor Patio.
- 7.19 Decking is permitted to develop or maintain a Pedestrian Passageway to maneuver around an Outdoor Patio where a municipal sidewalk is proposed to be obstructed, at the discretion of the Town. Decking proposals must be reviewed and approved by the Town's Public Works and Utilities Department, Fire Department, Chief Building Official and Police Services through the Sidewalk Lease Permit application process.

8.0 MAINTENANCE

- 8.1 The property owner of the Primary Use shall be responsible for the regular maintenance and cleaning of the area.
- 8.2 The property owner of the Primary Use shall be responsible for keeping the municipal sidewalk or Pedestrian Passageway adjacent to the area clear of litter and debris.
- 8.3 The property owner of the Primary Use shall be responsible for maintaining the Outdoor Patio, Merchandise Display and Bistro Table elements in a proper state of repair so to ensure they do not become unsafe, unsightly or dangerous.

9.0 ENFORCEMENT

- 9.1 Where an Outdoor Patio, Merchandise Display or Bistro Tables are in contravention of this By-law or an approved Sidewalk Lease Permit, the Manager of Development Services, after inspecting the area, shall notify the Applicant of the violation in writing by registered mail or hand delivery.
- 9.2 The written notice prescribed in Section 9.1 shall require:
- i) the submission of a Sidewalk Lease Permit application;
 - ii) modifications to the Outdoor Patio, Merchandise Display or Bistro Table elements to achieve compliance with this By-law or a valid Sidewalk Lease Permit; or,
 - iii) the removal of the Outdoor Patio, Merchandise Display or Bistro Tables.

The notice shall require compliance with the notice within fourteen (14) days from the delivery of the notice.

- 9.3 The written notice prescribed in Section 9.2 shall include:
- i) An explanation of the contravention to this By-law or a Sidewalk Lease Permit with a description of the Primary Use and property the Outdoor Patio, Merchandise Display or Bistro Tables are associated with;
 - ii) Whether or not the Outdoor Patio, Merchandise Display or Bistro Tables are subject to an application for Sidewalk Lease Permit, modification or removal; and,
 - iii) The date which compliance with the notice must be achieved.
- 9.4 Should any person fail to comply with a written notice issued in accordance with Section 9.2 and 9.3, the Town, in addition to other remedies, shall:
- i) Have the right to remove the Outdoor Patio, Merchandise Display or Bistro Tables from Municipal Land; and,
 - ii) Not be liable to compensate the property owner, Applicant or anyone having interest in the Outdoor Patio, Merchandise Display or Bistro Tables.
- 9.5 The Manager of Development Services, at their discretion, may opt for a verbal notice to remove the elements where the removal of an Outdoor Patio, Merchandise Display or Bistro Tables is a matter of public safety. The verbal notice shall be followed by a written notice in accordance with Section 9.2 and Section 9.3 within two (2) business days following the verbal notice.
- 9.6 The Manager of Development Services, at their discretion, may require the immediate removal of the Outdoor Patio, Merchandise Display or Bistro Tables from Municipal Land as part of a verbal notice in accordance with Section 9.5. If the Outdoor Patio, Merchandise Display or Bistro Tables have not been removed by the time the written notice prescribed is issued, the Town shall have the right to remove the Outdoor Patio, Merchandise Display or Bistro Tables from Municipal Land and shall not be liable to compensate the property owner, Applicant or anyone having interest.

10.0 REPEAL

By-law No. 8583-2013, as amended, is hereby repealed in its entirety.

11.0 SEVERABILITY

- 11.1 Notwithstanding the provisions of any other By-law to the contrary, in the event of a conflict between the provisions of this By-law or any other By-law, the more restrictive provision prevails.
- 11.2 Should any part, section, subsection or portion of this By-law be repealed or declared by a court of competent jurisdiction to be illegal the same shall not affect the validity of this By-law as a whole or in part thereof, except for that which was declared to be invalid.

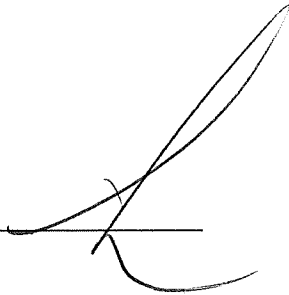
12.0 COMMENCEMENT

The provisions of this By-law shall come into force and effect upon the final passing thereof.

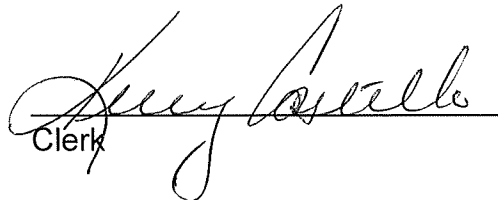
Read a first and second time this 4^h day of December 2023.

Read a third time and passed this 4^h day of December 2023.

Mayor



Clerk



Schedule 'A' – Sidewalk Lease Fees

Sidewalk Lease Type	Fee
Outdoor Patio (no decking)	\$250.00
Outdoor Patio (with decking)	\$350.00
Merchandise Display	\$150.00
Annual Inspection Fee	\$50.00
Hourly Rate – Bolt Attachment Install	\$75.00

*The above fees shall come into full force and effect January 1, 2026.

Schedule 'B' – Sidewalk Lease Permit (Sample)

Memorandum of Understanding Sidewalk Lease Permit

Between

"Town"

Corporation of the Town of Smiths Falls

And

"Proponent"

[Applicant Name] – Representative of [Primary Use] ([Address of Primary Use])

This Memorandum of Understanding (MOU) sets forward the terms and conditions of approval for the temporary occupancy of municipal land for the purpose of an outdoor patio or merchandise display.

Purpose

This MOU confirms that the Town and Proponent acknowledge and understand the terms and conditions for the conditional approval of an outdoor patio or merchandise display on municipal land adjacent to the property, business, establishment or organization.

Drawings, Plans and Specifications

Drawings, plans and specifications meeting the requirements of subsection 4.1(iii) in accordance with By-law No. XXXXX-2023 (By-law to regulate the temporary occupancy of Outdoor Patios and Merchandise Displays on Municipal Lands), as amended, has been appended to this MOU as Appendix 'A'.

The Town warrants and agrees that drawings, plans and specifications included in Appendix 'A' have received written approval from the Town's Senior Planner, Public Works and Utilities Department, Fire Department, Chief Building Official and Police Services in accordance with Section 4.4 and 4.5 of By-law No. XXXXX-2023.

Approval Conditions:

The Proponent acknowledges and agrees to the following provisions for the term of this MOU:

1. The outdoor patio or merchandise display and its elements shall be removed from November 1 to March 31, inclusive, each year this Sidewalk Lease Permit remains valid.
2. The Proponent shall submit proof of General Commercial Liability Insurance to the Town annually as long as this Sidewalk Lease Permit remains in effect. Proof of insurance shall demonstrate that coverage is in full force and effect with liability coverage of not less than \$5 million (\$5,000,000.00) naming the Town as additionally insured and covering the property, business, establishment or organization associated in which it applies. General Commercial Liability insurance in accordance with this condition shall be maintained for the duration the Outdoor Patio or Merchandise Display remains in operation.
3. The Proponent shall request an inspection of the outdoor patio or merchandise display with the Senior Planner each year upon installation/erection. It is the responsibility of the Proponent to notify the Town with an inspection request.

4. The Proponent acknowledges and agrees to pay an annual inspection fee of \$50.00 in accordance with Schedule 'A' of By-law No. XXXXX-2023 at the time of requesting the annual inspection for the outdoor patio or merchandise display as described in paragraph #4.
5. The Proponent shall be responsible for identifying a need and obtaining approval, at their expense, any licenses or regulatory approvals as may be required by the following agencies prior to any occupancy of the patio:
 - a. Alcohol and Gaming Commission (AGCO);
 - b. Leeds, Grenville and Lanark District Health Unit;
 - c. Rideau Valley Conservation Authority
6. If the area of the outdoor patio or merchandise display is required for Town purposes, the Town may require the removal of the outdoor patio or merchandise display upon fourteen (14) business days written notice to the Proponent and/or property owner.
7. The outdoor patio or merchandise display and its elements shall not, at any time:
 - a. Interfere with utility lines or associating supports;
 - b. Be located within a sight triangle or obstruct the view of any driver or vehicle;
 - c. Be located to obstruct a fire lane or impede access to a fire escape, fire exit, doorway or to prevent or delay free access of emergency services to any part of a building;
 - d. Be located as to obstruct or impede access to a fire hydrant; standpipe, Siamese connection or other fire suppression apparatus;
 - e. Have electrical cords or other wires extending across an ingress/egress to a building or a pedestrian passageway;
 - f. Encroach upon the frontage of a neighbouring property, building or business without the written authorization of the neighbouring property owner.
 - g. Contain signage or merchandise with vulgar messaging, text or images.
8. The Proponent warrants and acknowledges that it is responsible for:
 - a. the regular maintenance and cleaning of the outdoor patio or merchandise display area;
 - b. the regular maintenance and cleaning of the municipal sidewalk or pedestrian passageway adjacent to the outdoor patio or merchandise display; and,
 - c. maintaining the outdoor patio, merchandise display and its elements in a proper state of repair so to ensure they do not become unsafe, unsightly or dangerous.
9. Other terms or conditions imposed by the Town for the purpose of approving the outdoor patio or merchandise display are as follows:
 - a. Awnings, umbrellas, landscape planters and signage shall not project beyond the approved perimeter of the Outdoor Patio or Merchandise Display [Sample Condition #1]; and,
 - b. Tables, chairs, signage, landscape planters, clothing racks, shelves and other outdoor patio or merchandise display elements must remain within the perimeter of the outdoor patio or merchandise display [Sample Condition #2]; and,
 - c. [Other conditions in accordance with other Town By-laws or in support of public safety as approved by the Town].

Hold Harmless:

The Proponent hereby agrees and saves harmless the Town, its officers, employees and officials from all claims or cause of action against the Town because of injury or damage to the property of others arising from the placement of an outdoor patio, merchandise display or their elements which are subject to the terms and conditions of this MOU.

Duration:

This Sidewalk Lease Permit shall expire upon the permanent closure of the business, establishment or organization the Proponent represents.

The Proponent acknowledges that early termination of the Sidewalk Lease Permit requires notification to the Town in writing.

The Proponent acknowledges and agrees that sale of the business or use subject to this Sidewalk Lease Permit shall require a new MOU to be executed with the new owner of the business or use.

Disclaimer:

Modifications to the approved drawings, plans or specifications appended as Appendix 'A' or alterations to the terms or conditions of this MOU are subject to a new application for a Sidewalk Lease Permit.

By signing this document, the Proponent and Town recognize, acknowledge and agree to the terms of this Sidewalk Lease Permit.

Contact Information

Notice required to be given with respect to this Sidewalk Lease Permit shall be delivered by registered mail or hand delivery to the following representatives:

Town: [Name, Position]

Address: 77 Beckwith Street North, Smiths Falls ON

Telephone: 613 283 4124

E-mail: [Email]

Proponent: [Name]

Address: [Mailing Address]

Telephone: [Telephone Number]

E-mail: [Email]

The property owner may also be copied on any notice with respect to this Sidewalk Lease Permit in the event that the Proponent is not the owner of the subject property.

Corporation of the Town of Smiths Falls

Date: _____

[Name] – Representative of [Business Name]

Date: _____

Witness

Witness Name (Please Print)

Appendix 'A' – Approved Drawings, Plans and Specifications